

Professional and Managerial Branch  
Culture Group  
Zoo Education Series

**ZOO EDUCATION CURATOR**

09/01 (JAS)

*Summary*

Under direction, establish and manage a comprehensive zoo education program.

*Typical Duties*

Plan, design, organize, implement, coordinate and evaluate various zoo related instructional continuing services and special events to ensure effectiveness. Involves: Study trends in responses of child and adult visitors and students to activities and materials provided to develop audiences. Create, schedule, oversee or conduct, and review results of lecture and film series, special tours, workshops or classes, camps, and outreach activities to maximize educational impact of exhibits and off site presentations on the public and of education safety and other in-service training on zoo staff and volunteers. . Devise curriculums and training aids for zoo employees and volunteers, and write guides to collections for elementary, secondary and college teachers. Collaborate with functionally responsible zoo staff in the preparation of interpretive materials for visitors. Recruit, engage and direct the work of docents or other volunteers as assigned. Act as a zoo liaison to community institutions such as school districts, colleges, trade schools, libraries or museums regarding educational matters. Participate in accident reviews.

Oversee program administration. Involves: Participate in annual department budgeting process by preparing funding, staffing and capital improvement requests supported with cost-benefit, statistical or other analyses. Research, recommend and as approved, apply for educational grants to augment funding and enhance programs offered. Control purchase, repair, personal services and other costs within limits of available funds or justify need for variances in accordance with City or grantors' policies and procedures. Monitor receipt and accounting of payments for services provided on a fee basis. Formulate, implement and enforce work methods and performance standards to ensure efficiency. Direct set up and maintenance of records of visitor statistics or other required program information, and preparation of related recurring and special activity reports

Supervise technical support employees as assigned. Involves: Assign duties, issue written and oral instructions and check work for exactness, neatness, and conformance to policies and procedures. Guide subordinates to overcome difficulties encountered in performing duties. Appraise subordinates' performance. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance and safe working practices. Maintain supervisor-subordinate harmony and resolve grievances. Interview applicants, and recommend hiring, terminating, counseling, disciplining adjusting or otherwise changing personnel status of subordinates.

Perform miscellaneous related managerial and administrative duties as required. Involves substituting as qualified for own supervisor, peers or subordinates during temporary absences by carrying out specifically delegated functions to maintain continuity of normal operations and services; acting as technical advisor on accident reviews and operator safety program development; conducting special studies; serving on ad hoc committees; preparing and presenting special and recurring reports and recommendations containing technical data and cost estimates affecting department activities for review by City officials and other executives.

*Minimum Qualifications*

Graduation from an accredited college or university with a Bachelor's Degree in Animal Science, Zoology, Education with a concentration in the biological sciences, or a related field and four (4) years professional teaching experience, including two (2) years of developing or administering education programs; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: education theories and methods; proper grammar and intelligible writing techniques. Good knowledge of: wildlife and natural science; zoo operations and safety precautions; zoo education program research, development, presentation and administration principles and practices, including lesson plan, graphics and signage preparation; public relations techniques. Some knowledge of: program budgeting, grant application and supervisory procedures and techniques.

Ability to develop and present comprehensive educational and training programs to bilingual audiences at all levels of comprehension; establish and maintain effective working relationships with fellow employees, business, educational, and civic groups, the Zoological Society and the general public; study and assess visitor and audience trends; conduct research for text and graphics of signs and informational media; firmly and impartially supervise, train and evaluate subordinates, and enforce established rules and regulations; prepare and administer program budgets, and maintain

related records; express oneself clearly and concisely, both orally and in writing to prepare lesson plans, grant proposals and reports, and deliver presentations to public groups.

Skill in the safe: handling and restraint of zoo education animals; care and operation of a motor vehicle, and a personal computer or network workstation and generic business productivity software.

Physical Requirements: Occasional: mobility over uneven terrain such as zoo habitats; moving heavy objects (up to 50 pounds) such as when handling and restraining zoo education animals; driving through city traffic.

Licenses and Certificates: Texas Class "C" drivers license or equivalent issued by another State.

Special Requirements: Subject to call during non-working hours; work various shifts and weekends.

---

Director of Personnel

---

Department Head

OFFICIAL